

Universal Service Fund (E-Rate) for Schools Compliance Policies

Information Technology Department

Mansfield Public School District

In accordance with Federal Government legal requirements, the policies of the Information Technology Department of the Mansfield Public Schools comply with the legal requirements of the Universal Service Fund (E-Rate) for Schools.

The District's compliance is overseen by the Information Technology Department, with the Director of Information Technology specifically responsible for overseeing compliance with these policies. This policy document certifies each of the required policy components.

Universal Service Fund (E-rate) Required Record Retention

In accordance with Universal Service Fund (E-Rate) legal requirements, it is the policy to retain all Universal Service Fund (E-rate) records for a period of ten years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

Universal Service Fund (E-rate) Required Procurement

In accordance with Universal Service Fund (E-rate) legal requirements, it is the policy that in selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, the Department shall:

- Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund (E-rate) support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
- Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
- Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
- Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contract information on the FCC Forms 470.

Universal Service Fund (E-rate) Required Gift Policy

In accordance with Universal Service Fund (E-rate) legal requirements, it is the policy to be in compliance with the FCC's 6th Report & Order to not accept gifts from Universal Service Fund (E-rate) service providers nor potential service providers.

Universal Service Fund (E-rate) Required Children's Internet Protection ACT (CIPA) Compliance

In accordance with Universal Service Fund (E-rate) legal requirements, the District is in compliance with the Children's Internet Protection Act (CIPA). We are using iBoss filtering technology for our technology protection (Internet Filtering Software). As required by Universal Service Fund (E-rate), iBoss protects against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. As required by Universal Service Fund (E-rate), our policy includes monitoring of the online activities of minors.

Our Internet Safety policies address the following as required by CIPA: (1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; (e) measures designed to restrict minors' access to materials harmful to minors; and (f) educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The education of minors is carried out using curriculum and instruction developed by staff members.

Universal Service Fund (E-rate) Authorization

In accordance with Universal Service Fund (E-rate), the District is in compliance with purchasing agent authorization. Specially, the Director of Information Technology is authorized to act as the contact representative for Universal Service Fund (E-rate) and the Director for Finance is authorized as the purchasing agent.

Signed (adopted) on February 12, 2015.

A handwritten signature in black ink, appearing to read "Jaime Russell", is written over a horizontal line.

Jaime Russell

Director of Information Technology